

**WEEKLY REFINERY REPORT
FORM EIA-800
INSTRUCTIONS**

**For help in completing this form, please contact the
Form EIA-800 Project Manager at (202) 586-9664.**

I. PURPOSE

The Energy Information Administration (EIA) Form EIA-800, "Weekly Refinery Report," is used to collect data on the operations of petroleum refineries and blending plants pursuant to Section 13(b) of the Federal Energy Administration (FEA) Act of 1974, Public Law 93-275.

The data appear in the Energy Information Administration (EIA) publication, *Weekly Petroleum Status Report*.

II. WHO MUST SUBMIT

The Form EIA-800 must be completed by the operators of all petroleum refineries and blending plants selected by the EIA. Companies are selected into the EIA weekly sample according to a procedure that assures coverage of 90 percent of each information element published in the *Weekly Petroleum Status Report*.

III. WHEN TO SUBMIT

The Form EIA-800 must be filed with the EIA by 5 p.m. on the Monday following the end of the report period (i.e., the "Weekly Refinery Report" covering the week ending January 12, 2001 must be received by 5 p.m. January 15, 2001).

IV. WHERE TO SUBMIT

Survey forms can be submitted by either mail, facsimile, E-mail, or electronic transmission.

Mail completed forms to:

**Energy Information Administration, EI-45
Mail Station: 2G- 024 Forrestal
U.S. Department of Energy
Washington, DC 20585
Attn: Form EIA-800**

Fax completed forms to: **(202) 586-6323 or 1076**

E-mail forms to: **OOG.SURVEYS@eia.doe.gov**

Electronic Transmission:

If you have a personal computer and wish to prepare and transmit data electronically, please contact the PC Electronic Data Reporting Option (PEDRO) Support Staff at **(202) 586-9659**.

Additional copies of the EIA-800 form and instructions are also available in PDF and XLS format on the EIA Website at www.eia.doe.gov. Click on the *By Fuel* category; select *Petroleum*; then *Survey Forms* on the sidebar at the left of the screen.

V. FORM COMPLETION PROCEDURES**PART A. RESPONDENT IDENTIFICATION/REPORT PERIOD****Respondent Identification**

Enter the name and address of the reporting company. Check the box provided if you are reporting a change.

Refinery Name/EIA Identification (ID) Number

Enter the name of the refinery or blending plant.

Enter the 10-digit EIA ID Number. If you do not have a number, submit your report leaving this field blank. EIA will advise you of the number.

Report Period

The weekly report period begins at 7:01 a.m. on Friday and ends at 7:00 a.m. on the following Friday.

Indicate month, day, and year (e.g., January 12, 2001 is: Month 01 Day 15 Year 01).

State Code

Enter the three-digit code for the refinery or blending plant location using state codes listed below:

PAD DISTRICT I					
New England SUB-PADD 1X		Central Atlantic SUB-PADD 1Y		Lower Atlantic SUB-PADD 1X	
Connecticut	009	Delaware	010	Florida	012
Maine	023	Dist. Columbia	011	Georgia	013
Massachusetts	025	Maryland	024	N. Carolina	037
New Hampshire	033	New Jersey	034	S. Carolina	045
Rhode Island	044	New York	036	Virginia	051
Vermont	050	Pennsylvania	042	West Virginia	054

PAD DISTRICT II			
Illinois	017	Nebraska	031
Indiana	018	North Dakota	038
Iowa	019	Ohio	039
Kansas	020	Oklahoma	040
Kentucky	021	South Dakota	046
Michigan	026	Tennessee	047
Minnesota	027	Wisconsin	055
Missouri	029		

PAD DISTRICT III		PAD DISTRICT IV		PAD DISTRICT V	
Alabama	001	Colorado	008	Alaska	002
Arkansas	005	Idaho	016	Arizona	004
Louisiana	022	Montana	030	California	006
Mississippi	028	Utah	049	Hawaii	015
New Mexico	035	Wyoming	056	Nevada	032
Texas	048			Oregon	041
				Washington	053

Resubmission

Resubmissions are required whenever an error greater than 5 percent of the true value is discovered by a respondent or if requested by the EIA.

Enter "X" in the resubmission block if you are correcting information previously reported.

Identify only those data cells and lines which are affected by the changes. You are not required to file a complete form when you resubmit, but be sure to complete the EIA ID number, the report period for which you are resubmitting, state code, contact information and certification blocks.

PART B. REFINERY AND BLENDER ACTIVITY

Definitions of petroleum products and other terms are also provided for your use. Please refer to these definitions before completing the survey form.

Report all quantities to the nearest whole number in **thousand barrels** (42 U.S. gallons/barrel). Quantities ending in 499 or less are rounded down, and quantities ending in 500 or more are rounded up (e.g., 106,499 barrels are reported as 106 and 106,500 barrels are reported as 107).

Report data only for those products which the facility processes, produces, or stores. If the quantity for a product for which you usually report data is zero, please enter "0". Shaded cells on the form are those in which data are not currently required to be reported.

Do not include oxygenates such as methyl tertiary butyl ether (MTBE), ethyl tertiary butyl ether (ETBE), tertiary amyl methyl ether (TAME), tertiary butyl alcohol (TBA), fuel ethanol (FETH), methanol, etc. In motor gasoline blending components (product code 134) unless they have already been commingled with gasoline blending components. Stocks of these products are not reported in the Weekly Petroleum Supply Reporting System, but are reported in the Monthly Petroleum Supply Reporting System as "Other Hydrocarbons, Hydrogen, and Oxygenates" (product code 090).

Inputs

Crude Oil Inputs (Code 050) - Include all refinery inputs of domestic and foreign crude oil (including lease condensate) to all processing units (including atmospheric crude oil distillation units and any other downstream units). Oils that have undergone prior refinery processing should be excluded. Exclude any inputs of crude oil to be used in the manufacturing of finished petrochemicals within the refinery.

Total Inputs (Code 001) - Include all refinery inputs (crude oil, products of natural gas processing plants, unfinished oils net reruns, gasoline blending component net reruns, oxygenates, other hydrocarbons, and hydrogen) charged to all processing units (including atmospheric crude oil distillation units and all downstream units). Net reruns are inputs minus production). Exclude any inputs to be used in the manufacturing of finished petrochemicals within the refinery. Blenders should report all materials used in blending finished products in Total Inputs.

Gross Input to Atmospheric Crude Oil Distillation Units (Code 990) - Report the sum of the various components of refinery input to atmospheric crude oil distillation units. Do not report inputs to downstream units such as vacuum distillation units, catalytic cracking units, and coking units. The following components of refinery input to atmospheric crude oil distillation units are to be included in Code 990:

Crude Oil - Report the total amount of crude oil (including lease condensate) and liquid hydrocarbons produced from tar sands, gilsonite and oil shale of both foreign and domestic origin that is charged to the atmospheric crude oil distillation units. Crude oil charged to units other than the atmospheric crude oil distillation units (e.g., coking units) is not included in Code 990.

Products of Natural Gas Processing Plants - Report all quantities of natural gas plant liquids (i.e., ethane, propane, normal butane, isobutane, and pentanes plus) charged to the atmospheric crude oil distillation units. Include inputs of unfractionated streams and mixtures of liquefied petroleum gases. Products of natural gas processing plants blended or charged to units other than the atmospheric crude oil distillation units are not included in Code 990.

Unfinished Oils - Report all unfinished oils (e.g., unfinished naphthas, gas oil, virgin naphtha, topped crude, cracking stock, slop oil) charged to the atmospheric crude oil distillation units. Unfinished oils charged to units other than the atmospheric crude oil distillation units (e.g., cracking units) are not included in Code 990.

All Other Oils - Report any finished petroleum products (e.g., distillate fuel oil and residual fuel oil) charged to the atmospheric crude oil distillation units for further processing. Include raw materials such as coal tar derivatives, hydrogen, gilsonite, and natural gas. Oils charged to units other than the atmospheric crude oil distillation units (e.g., cracking units) are not included in Code 990.

Net Production

Enter quantities that represent net production of each product (i.e., refinery production of each product minus refinery input of each product). In calculating net production, do not subtract out any product used as input to a petrochemical facility within the refinery. If the quantity for net production is a negative number, enter it as a negative. Do not round it to zero. Indicate negative numbers by showing a minus (-) sign before the number, e.g., -30. For example, if your refinery produces 100,000 barrels of residual fuel oil in a given week and also, during the same week inputs 20,000 barrels of residual fuel oil for further processing (which is either withdrawn from inventory or received at the refinery), net production of residual fuel oil for that week will be 80,000 barrels (reported as 80).

If a refinery produces 100,000 barrels of a relatively low octane finished gasoline in a week, and then during the same week blends all of this with 10,000 barrels of gasoline blending components to produce a higher octane finished gasoline, report production of 110,000 barrels of the final product (reported as 110). Do not report both the intermediate and final product.

If a refinery produces 100,000 barrels of No. 2 distillate fuel oil and 100,000 barrels of No. 6 residual fuel oil during the week and blends 50,000 barrels of each to produce No. 4 distillate fuel oil in the same week, report the production of the final products only. Report 150,000 barrels of distillate fuel oil (50,000 barrels of No. 2 distillate fuel oil and 100,000 barrels of No. 4 distillate fuel oil) plus 50,000 barrels of residual fuel oil.

If a blender combines 90,000 barrels of finished motor gasoline with 10,000 barrels of oxygenates to produce

finished oxygenated gasoline, the blender should report a net production of oxygenated gasoline of 100,000 barrels and a negative net production of 90,000 barrels of other finished motor gasoline. The negative net production would be shown by a minus (-) sign before the number. If a blender combines 90,000 barrels of motor gasoline blending components with 10,000 barrels of oxygenates to produce finished oxygenated gasoline, the blender should report a net production of 100,000 barrels of oxygenated gasoline. (Note, in both instances, the blender should report an input of 100,000 barrels in Total Inputs (product code 001)).

Stocks

Report all stocks in the **custody** of the refinery regardless of ownership. Reported stock quantities should represent actual measured inventories where an actual physical measurement is possible.

Report stocks as of 7 a.m. Friday, which is the end of the report period. Report stocks corrected to 60° degrees Fahrenheit (°F) less basic sediment and water (BS&W).

Report all domestic and foreign stocks held at the refineries and in transit thereto, except crude oil in transit by water from Alaska or any crude oil or product in transit by pipeline. Crude oil in transit by pipeline and Alaska Crude oil in transit by water are reported on Form EIA-803, "Weekly Crude Oil Stocks Report." Petroleum products in transit by pipeline are reported by pipeline operators on Form EIA-802, "Weekly Product Pipeline Report." Include foreign stocks only after entry through Customs. Exclude stocks of foreign origin held in bond.

For purposes of this report, "after entry through Customs" is said to occur on

- the "entry date," specified on the U.S. Customs Form CF7501, "Entry Summary;" or
- the "date of withdrawal conditionally free of duty" specified on U.S. Customs Form CF 7501, "Entry Summary;" or
- the "import date" specified on the U.S. Customs Form 214, "Application for Foreign Trade Zone Admission and/or Status Designation;" or
- the "date of exportation" specific on the U.S. Department of Commerce Form 7525-V, "Shipper's Export Declaration," for shipments from Puerto Rico to the 50 States and the District of Columbia.

PART C. CONTACT INFORMATION

Enter the name, title, telephone number, fax number and E-mail address of the person to contact concerning information shown on the report. The person listed should be the person most knowledgeable of the specific data reported. Check the box provided if the contact information is different from the prior week.

VI. PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

The Office of Legal Counsel of the Department of Justice concluded on March 20, 1991, that the Federal Energy Administration Act requires the Energy Information Administration to provide company-specific data to the Department of Justice, or to any other Federal agency when requested for official use, which may include enforcement of Federal law. The information contained on this form may also be made available, upon request, to another component of the Department of Energy (DOE), to any Committee of Congress, the General Accounting Office, or other Congressional agencies authorized by law to receive such information. A court of competent jurisdiction may obtain this information in response to an order.

The information contained on this form will be kept confidential and not disclosed to the public to the extent that it satisfies the criteria for exemption under the Freedom of Information Act (FOIA), 5 U.S.C. §552, the DOE regulations, 10 C.F.R. §1004.11, implementing the FOIA, and the Trade Secrets Act, 18 U.S.C. §1905.

Upon receipt of a request for this information under the FOIA, the DOE shall make a final determination whether the information is exempt from disclosure in accordance with the procedures and criteria provided in the regulations. To assist us in this determination, respondents should demonstrate to the DOE that, for example, their information contains trade secrets or commercial or financial information whose release would be likely to cause substantial harm to their company's competitive position. A letter accompanying the submission that explains (on an element-by-element basis) the reasons why the information would be likely to cause the respondent substantial competitive harm if released to the public would aid in this determination. A new justification does not need to be provided each time information is submitted on the form, if the company has previously submitted a justification for that information and the justification has not changed.

VII. SANCTIONS

The timely submission of Form EIA-800 by those required to report is mandatory under Section 13(b) of the Federal Energy Administration Act of 1974 (FEAA) (Public Law 93-275), as amended. Failure to respond may result in a civil penalty of not more than \$2,750 per day for each violation, or a fine of not more than \$5,000 per day for each criminal violation. The government may bring a civil action to prohibit reporting violations which may result in a temporary restraining order or a preliminary or permanent injunction without bond. In such civil action, the court may also issue mandatory injunctions commanding any person to comply with these reporting requirements.

VIII. FILING FORMS WITH FEDERAL GOVERNMENT AND ESTIMATED REPORTING BURDEN

Respondents are not required to file or reply to any Federal collection of information unless it has a valid OMB control number. Public reporting burden for this collection of information is estimated to average 1 hour and 15 minutes per manual response and 1 hour per response by electronic transmission, including the time of reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden to: Energy Information Administration, Statistics and Methods Group, EI-70, 1000 Independence Avenues, S.W., Washington, D.C. 20585; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.